

The Higher Learning Commission Action Project Directory

Gogebic Community College

Project Details			
Title	Emergency Planning for Campus Security and Safety	Status	COMPLETED
Category	4-Valuing People	Updated	09-15-2010
Timeline		Reviewed	09-28-2010
	Planned Project Kickoff 02-02-2010	Created	03-30-2010
	Actual Completion 03-01-2012	Version	1

1: Project Goal

A: The goals of this Action Project are:

- * Develop a comprehensive set of procedures for crisis management.
- * Designate and train an individual on each floor of each campus building to be the lead person for safety related events.
- * Assemble first response kits for each floor of each campus building.
- * Provide education, training and crisis response guide for all college employees.

2: Reasons For Project

A: We recognize the importance of a safe working and learning environment. This project will be a positive first step in this direction. We are also doing this to be in compliance with the National Incident Management System.

3: Organizational Areas Affected

A: It is our intention that all staff members be trained and involved in this Action Project. However, the leadership for this project will come from the Dean of Business Services and the Campus Safety Committee.

4: Key Organizational Process(es)

A: Campus emergency procedures will be updated as a result of this project.

5: Project Time Frame Rationale

A: Many of the components for this Action Project are currently assembled. The relatively short duration of this Action Project reflects the time we believe necessary to complete the assembly of the remaining information and conduct the necessary training.

6: Project Success Monitoring

A: We will develop a timetable for completion of project milestones. Progress will be monitored by the Campus Safety Committee, which will report back to the Dean of Business Services.

7: Project Outcome Measures

A: The project will be considered a success if:

- * The Campus Security and Safety Manual is completed.
- * All staff have been adequately trained.
- * Periodic mock scenarios were successfully conducted, demonstrating staff understanding of the safety and security procedures.

Project Update

1: Project Accomplishments and Status

A: The Emergency Planning for Campus Security and Safety Action project was intended to prepare the College for campus emergencies by developing crisis management procedures, providing ready access to first responder kits, and provide crisis response training to all College personnel.

This Action project was started in February of this year. Since that time, the College has:

- Developed a Campus Security and Safety Manual that outlines and describes our crisis management procedures.
- Assembled first response kits containing First Aid supplies for each area on campus. Automated Electronic Defibrulators (AED's) have previously been installed.
- Updated the Emergency Notification System. The Emergency Notification System contacts College personnel and students by both phone and email in the event of a campus emergency or weather related closing.

2: Institution Involvement

A: The Security and Safety Committee consisting of members from all areas of campus (Administration, Faculty, Support Staff and Maintenance) was responsible for the design and implementation of the Action Project. This committee compiled the Campus Security and Safety Manual which will be distributed after a final review. In addition, faculty members from the Allied Health Division have provided College employees training on the use of the AED and a First Aid/CPR course has been made available to members of the Staff.

3: Next Steps

A: The next steps for this action project include the distribution of the Campus Security and Safety manual to all staff members in both paper and PDF formats and to provide the necessary staff training.

4: Resulting Effective Practices

A: Distribution of the manual and training of the staff will not be completed until December 2010. However, by involving staff members from across campus in the process, this action project has resulted in a heightened awareness of campus safety issues and the importance of campus risk assessment. This project has stimulated discussions about the possible creation of similar Action Projects for specific campus areas such as laboratories, shops, and athletic areas.

5: Project Challenges

A: The challenges which stand in the way of our completion of this project include a lack of locally available personnel to conduct training sessions and finding the necessary blocks of time during which faculty and staff can meet for training. These challenges however, are only minor hurdles and we anticipate the project to be completed by the target date of December 18, 2010.

Update Review

1: Project Accomplishments and Status

A: Gogebic Community College has chosen an important Action Project that has high impact on students, faculty, and staff. Providing the safest teaching and learning environment is closely connected to AQIP Category Three, Understanding Students' and Other Stakeholders' Needs and Category Four, Valuing People. You have made good progress on this Action project since February and are well on your way to developing safety measures and a response system in case of campus emergencies. However, much is left to do to institutionalize Emergency Planning for Campus Security and Safety such as training employees in emergency response, practice drills with debriefing meetings after the drill, working with First Responders, etc. The College might also want to visit other colleges that have already established emergency procedures to garner ideas.

2: Institution Involvement

A: This Action Project has strong involvement from across the campus and therefore gaining acceptance and momentum should be easier to accomplish. Has the Committee considered adding students and First Responders such as area police, fire, ambulance personnel? Working with these individuals may add other perspectives and ties to AQIP Category Nine, Building Collaborative Relationships.

3: Next Steps

A: Your next steps are appropriate and will help move this Action Project forward. As mentioned above, have you considered both training and a regular schedule of drills such as fire, lockdown exercises and weather-related drills? Do you plan to visit other colleges to better understand their safety/security plans or conducting Table Top Exercises with First Responders? Have you discussed implementing staff and student IDs for easy identification during any emergency? Another resource for the Committee is the AQIP Action Project Directory that is searchable.

4: Resulting Effective Practices

A: Congratulations on creating a heightened awareness of campus safety issues and the importance of campus risk assessment. That is indeed an important accomplishment and highlights the interest college-wide in safety and security. Again, adding the student perspective and involvement may also enhance your efforts in this area. Bringing in experts from the field to assist with campus discussions may also help raise awareness. Your risk management company and the local police often are happy to come on campus and hold discussions/trainings free of charge.

5: Project Challenges

A: The College is making reasonable progress on this Action Project and moving towards completion by the December timeline. Be sure to celebrate your successes as taking the time to highlight progress promotes a continuous quality environment. The Security and Safety Committee is to be commended for their hard work and dedication to creating a safe and comfortable learning environment.

Project Outcome

1: Reason for completion

A: The primary objectives of this project have been successfully completed. 1. We have developed a comprehensive set of procedures for crisis management. These procedures were published as the *Gogebic Community College Emergency Response Guide* and distributed to all faculty and staff. 2. We have provided staff training and conducted emergency preparedness drills. 3. Emergency response kits have been assembled. 4. Automatic Defibrillators have been located in every building on campus. 5. Electronic locks have been installed on all exterior doors on campus so that access to the campus buildings can be controlled or monitored in the event of an emergency or after hours when the campus is not in operation. 6. emergency notification or "panic" buttons have been distributed to all faculty and staff who requested them.

2: Success Factors

A: All major objectives of this project have been met. Our emergency preparedness drills have pointed out some system failures which would have gone otherwise undetected. We consider this to be a successful outcome.

3: Unsuccessful Factors

A: The target completion date for this project was not met. We underestimated just how long it would take to meet our stated objectives.